Colchester Public Schools
Application for Approval of Field Trip

Overview: This form must be completed by all staff to request approval of a field trip.

Directions:

1. Complete the form attaching all applicable documentation and submit to your administrator. The application must be submitted **at least two weeks prior for in-state** field trips, and t**wo weeks and two months prior for out-of-state** trips.
2. The Administrator will recommend or not recommend. If approved, the form must be sent to the Superintendent.
3. The Superintendent will either recommend or not recommend and will bring to the Board of Education if the request is for an out-of-state field trip.
4. If applicable, the Board of Education reviews and makes the final decision.

Today's Date:

Field Trip Information

Applicant Name: Marinne Cheney	**Method of Transportation:** N/A
School: BA ~~Choose School~~	**Bus Service Number(s)** *(if applicable)*:
Grade(s) and Group(s):	**Number of Students:** 7
Date(s) of Trip: 3/31 - 4/2	**Number of Day(s) of Trip:** 3
Event: All State Music Festival	
Destination: @ Hartford Convention Center	**Phone Number:**
Address (for each destination)**:** 200 Colombus Blvd. Hartford CT	**State:** CT
Time of Departure From School: N/A **Time of Arrival Back at School:**	**Special Clothing and/or Equipment Required:** Concert dress

Student Cost Information

***Cost to Student:** $ 0	**Suggested Student Pocket Money:** $ 0

Supervision Information (List names of all employees, other chaperones, and cell phone number for each)

1. **Name:** Marinne Cheney	**Cell Phone:** [redacted]
2. **Name:**	**Cell Phone:**

List all adult chaperones: Ratio of adult chaperones to students must be at least: 1:5 for Grades K-2, 1:8 for Grades 3-5; 1:10 for Grades 6-8; and 1:15 for Grades 9-12 (one-day trips) or 1:10 (overnight trips)

Administrator Signatures

Applicant Signature Marinne Cheney

Administrator's Signature ☑ Recommended ☐ Not Recommended

Superintendent's Signature ☐ Recommended ☐ Not Recommended

Board of Education (if applicable)

Board of Education Meeting Date:	☐ Recommended ☐ Not Recommended

Bus Information

Bus Reservation Date:	**Price of Bus(es): $**

*If a trip to a foreign country, please complete and attached the CIRMA insurance application and notify parents of coverage

Field Trip Instructional Plan

Colchester Public Schools

Field Trip Location(s): All State Music Festival

Reference Check: Visited site on:_____ *or* Spoke with: _____

Name: Marinne Cheney (Teacher(s) completing this form) **Grade/Group:** Selected Singers

Instructional Focus of Trip

- **This field trip is directly related to curriculum** ☒ Yes ☐ No
- **Curriculum Unit(s):** Festival Participation
- **Specific Curriculum Standards Addressed by Field Trip** (please refer to CT Core and disciplinary standards):
  - Performance
  - Working with Clinicians
- **Assessment of Student Learning** (describe or attach the work students will complete upon their return to convey the learning):

This is the highest level ensemble students can be in in CT. they auditioned + were accepted. They will sing with H.S. students from all over the state, work with a hired guest conductor and after 3 days of rehearsal, give a public performance.

Trip Agenda/Activities: List/attach entire break out of times for each day. Include travel time and all activities. Attach additional sheet if needed. See Attached

DATE/TIME	LOCATION	ACTIVITY

Approvals:

_____ Department Chair (High School Only)	_____ Date	☐ Approved	☐ Denied
_____ Principal	3/2/22 Date	☑ Approved	☐ Denied
_____ Director of Teaching and Learning	3/4/22 Date	☑ Approved	☐ Denied

Field Trip Instructional Plan

Colchester Public Schools

Field Trip Location(s): All State Music Festival

Reference Check: Visited site on:_____ *or* Spoke with: _____

Name: Marinne Cheney (Teacher(s) completing this form) **Grade/Group:** Selected Singers

Instructional Focus of Trip

- **This field trip is directly related to curriculum** ☒ Yes ☐ No
- **Curriculum Unit(s):** Festival Participation
- **Specific Curriculum Standards Addressed by Field Trip** (please refer to CT Core and disciplinary standards):
  - Performance
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DATE/TIME	LOCATION	ACTIVITY

Approvals:

_____ Department Chair (High School Only)	_____ Date	☐ Approved ☐ Denied
_____ Principal	3/2/22 Date	☑ Approved ☐ Denied
_____ Director of Teaching and Learning	3/4/22 Date	☑ Approved ☐ Denied

All State festival schedule 2022 AT-A-Glance

Thursday 3/31/22

* students will be dropped off by parents *

- Student registration/Luggage Drop Off, Ballroom B - 9:00-10:00 AM
- General Meeting - 10:00-10:30 AM
- Rehearsals - 10:45-12:45 PM
- Lunch - 1:00-2:00 PM
- Rehearsals - 2:15-5:00 PM
- Dinner - 5:15-6:15 PM
- Meet with chaperones, get room keys, move luggage to room - 6:40-8:00PM
- Activity - Movie Night!! - 8:00 PM
- Lights out - 10:00 PM

Friday 4/1/22

- Breakfast - 8:00-9:00 AM
- Rehearsals - 9:15-12:30PM
- Lunch - 12:45-1:45
- Rehearsals - 2:00-5:00 PM
- Dinner - 5:15-6:15 PM
- Activity - Performance by Mariachi group Flor de Toloache - 8:00 PM
- Lights out - 10:00 PM

Saturday 4/2/22

- Breakfast - Mixed and Treble Choirs - 7:15-8:00 AM, Orchestra/Jazz/Band - 8:00-8:45 AM

Mixed Choir
- Warm Up/Line Up procedures - 8:15-8:45 AM
- Dress Rehearsal - 9:00-9:30 AM
- Change and Check Out - 9:45-10:45 AM
- Lunch - 11:00-11:45 AM
- Warm Up/Line Up - 12:00-12:45 PM
- Concert - 1:00PM

Treble Choir
- Dress Rehearsal - 8:15-8:45 AM
- Warm Up/Line Up procedures - 9:00-9:30 AM
- Change and Check Out - 9:45-10:45 AM
- Lunch - 11:00-11:45 AM
- Watch Dress Rehearsal - 12:00-12:45 PM
- Concert - 1:00 PM

Jazz Band
- Change and Check Out - 9:00-9:45 AM
- Watch Dress Rehearsal - 10:00-10:45 AM
- Lunch - 11:00-11:45 AM
- Dress Rehearsal - 12:00-12:45 PM
- Concert - 1:00 PM

Orchestra
- Change and Check Out - 9:00-9:45 AM
- Dress Rehearsal - 10:00-10:45 AM
- Watch Dress Rehearsal - 11:00-11:45 AM
- Lunch - 12:00-12:45 PM
- Concert - 3:30 PM

Band
- Change and Check Out - 9:00-9:45 AM
- Watch Dress Rehearsal - 10:00-10:45 AM
- Dress Rehearsal - 11:00-11:45 AM
- Lunch - 12:00-12:45 PM
- Concert - 3:30 PM

Field Trip Cost Form

Date(s) of Trip: 3/31 - 4/2

Event: All State Music Festival

M&J Bus(es) ONLY

Number of Students: 7

Estimated Hours for trip:
(Add 1 hour pre/post trip)

Number of Buses:

Per Student Calculations:

	M&J Bus(es) ONLY	Coach Bus(es) ONLY
Admission per student:		
Miscellaneous Fees per student:		
Total admission and miscellaneous fees:		
Cost of Bus		
Total Field Trip ***Cost per Student:**		

Additional Costs:

Number of Substitute Teachers: 2 (1 per day)

Rate per Day

Special Education costs

Cost Associated if Nursing Required

Total ***Cost to District:** From music budget

Total ***Cost of Trip:** 3115.00

Alternate funding for trip provided by:

***Insert these costs on the accompanying Field Trip Application**

Form updated 5.27.21

Festival Billing Invoice
CMEA All-State Festival

Bacon Academy
611 Norwich Ave.
Colchester, CT 06415-2142

Total Amount Due: $3115.00
Payment Postmark Deadline: 3/8/2022
Make checks payable to CMEA

Mail payment to:
CMEA All-State Festival
PO Box 174
Cromwell, CT 06416-0174

Band	Choir	Orchestra	Jazz
	Olivia Ignazio (Alto) Jordan Malloy (Alto) Kristine Robida (Alto) Jordan Rodgers (Alto) Matthew Guerriere (Bass) Kelly Goodwin (Soprano) Scott Kardys (Tenor)		
$0.00	**$3115.00**	**$0.00**	**$0.00**

I hereby certify that these students attend this school and are eligible to participate in this event as described in CMEA student festival policy.

Total Amount Due: $3115.00

Teacher's Name:_____

Teacher's Signature:_____